

Government of the District of Columbia  
Executive Office of the Mayor  
Justice Grants Administration  
1350 Pennsylvania Avenue, NW Suite 407  
Washington D.C. 20004



**FY 2016 Show Up, Stand Out (SUSO)  
(Community-Based Truancy Reduction Grant Initiative - CBTR)  
YOUTH SERVICE PROVIDER (YSP)  
REQUEST FOR APPLICATIONS (RFA) #2016-04**

RELEASE DATE: MARCH 16, 2015

**IMPORTANT NOTICE**

**Due Date:** Applications are due on April 17, 2015, 3:00 p.m. eastern time in JGA's electronic Grants Management System (eGMS) Zoomgrants™

\*Hard copies of the application will not be accepted.

To access RFA and Zoomgrants™, click on  
<http://jga.dc.gov/service/opportunities-grant-funding>

You must have a registered userid, and password to apply in Zoomgrants™

\*For Zoomgrants™ technical assistance, contact [questions@zoomgrants.com](mailto:questions@zoomgrants.com) or  
(866)323-5404, 10 am - 7 pm

**Eligibility:** Qualified non-governmental organizations only.

JGA Program Contact: Alexandra Caceres (202)727-0957  
[Alexandra.Caceres@dc.gov](mailto:Alexandra.Caceres@dc.gov)

All inquiries must be submitted to JGA's program contact by March 30, 2015 with email subject line: **"Truancy YSP RFA 2016-04"**

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## **I. GENERAL INFORMATION**

### **Introduction**

The Justice Grants Administration (JGA) is the State-Administering Agency (SAA) that secures and manages federal grant funds related to juvenile and criminal justice for the District of Columbia<sup>1</sup>. JGA is responsible for directing and administering these and other funding streams to the community in a way that facilitates improved programs, policies, and coordination for the District's juvenile and criminal justice systems. For more information about JGA's grant funded opportunities, refer to the website<sup>2</sup>. JGA's priority for juvenile justice programs for FY2012 - 2016 include truancy and delinquency prevention programs funded with Federal and local funds.

The FY 2016 Show Up, Stand Out<sup>3</sup> (SUSO), a Community-Based Truancy Reduction Grant Initiative-CBTR, Request for Applications (RFA) #2016-04 is a demonstration project that began FY 2013, designed to address truancy among DC Public School (DCPS) and DC Public Charter school (PCS) students attending middle school. Only qualified non-government organizations with prior experience providing youth services, especially in a school-based setting are eligible and invited to submit application. This RFA is released exclusively to execute the Show Up, Stand Out mission with local funds to target children with 5 to 9 unexcused absences and their families in Wards One, Two, Four, Five, Six, Seven, and Eight. Qualified applicant should submit proposals to provide two to four gender-appropriate program sessions per week per school.

Eligible organizations should have the capacity to conduct school-based youth programming that engages students during school hours (lunch time or free block preference) to effectively address truancy. Successful applicants will participate in inter-disciplinary teams of community-based and school-based professionals to address the complex needs of students failing to attend school regularly. This grant supports efforts to increase youth engagement through age-appropriate and school-based activities. JGA will provide an evaluator to support process and outcome evaluation from an action research perspective to inform policy

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<sup>1</sup> Mayor's Order 2010-43, March 8, 2010.

<sup>2</sup> <http://jga.dc.gov>

<sup>3</sup> <http://www.showupstandout.org> & <http://jga.dc.gov/service/opportunities-grant-funding> (RFA)

and program development of effective truancy reduction initiatives adaptable for the District of Columbia's school system.

Justice Grants Administration (JGA) initiated the Show Up, Stand Out (SUSO) program for DC public elementary school children in kindergarten through fifth grade in 2013. In the first year of the Show Up, Stand Out program, five community-based organizations (CBO) provided services to families whose children had five or more unexcused absences. In Year Two, Show Up Stand Out was expanded to include seven CBOs working with seventeen middle schools where students at risk of chronic truancy participated directly in youth services programs to reengage them in school. The overall program objective has been to reduce unexcused absences by mitigating barriers to school attendance of children and their families with five or more unexcused absences prior to escalation to Child and Family Services Agency (CFSA) and/or court referral. The Show Up, Stand Out Initiative is designed to reduce chronic absenteeism by supporting schools and providing support services to identified students and families while fostering academic achievement.

The elementary and middle school interventions incorporate different models but follow the same programmatic framework and referral process. In all cases, the at-risk student is referred by the school attendance counselor to the partnered CBO that works closely with the school's Student Support Team (SST) to identify barriers to attendance. In the case of an elementary school student, the SST and the CBO focus on family issues and services that can be provided that will facilitate improved school attendance. In the middle school intervention, the at-risk student is engaged directly by a CBO Youth Coordinator that identifies suitable programming and initiates the youth re-engagement process through a Youth Service Provider (YSP).

Current CBOs<sup>4</sup>:

Boys Town Washington DC, Inc.  
Catholic Charities of the Archdiocese of Washington  
Collaborative Solutions (formerly known as Columbia Heights Family Support Collaborative)  
East River Family Strengthening Collaborative  
Edgewood/Brookland Family Support Collaborative  
Far Southeast Family Strengthening Collaborative  
Georgia Avenue Family Support Collaborative

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<sup>4</sup> A separate Request for Applications is released for Community-Based Organizations. Youth Service Provider applicants are also encouraged to review Truancy CBO RFA 2016-03 to gain a better understanding of SUSO structure for both elementary and middle school models.

## **Evidence-based Programs - Chronic Truancy**

For FY 2016, the Justice Grants Administration of the District of Columbia will continue to develop the Show Up, Stand Out program efforts to serve high-risk students in DC public schools and public charter schools with the ultimate goal being to reduce school dropout and other negative student outcomes such as delinquency and economic disadvantage.

Truancy is directly correlated with other school experiences (e.g., poor academic grades, grade retention, and discipline problems) that are all major risk factors for school dropout. Concentrating on truancy as a means to bolster educational achievement can reduce school dropout and the subsequent consequences of dropout. Compared to high school graduates, those who drop out of school are 72% more likely to be unemployed, earn approximately \$10,000 less per year, are more likely to receive public assistance, and are more likely to become teenage parents (Sweeten, Bushway, & Paternoster, 2009). These consequences of school dropout increase the risks that those individuals that are disengaged from school will engage in delinquency and criminal behavior (Huizinga & Jakob-Chien, 1998). Effective truancy reduction efforts divert high-risk students away from this disadvantaged life trajectory by intervening early enough to stop many of these negative consequences from coming to fruition.

This middle school initiative directly engages target students in such activities as homework help, personal development, mentoring, technology workshops, and fitness clubs (facilitated by Youth Service Providers) and provides family support case management services only where necessary (facilitated by CBO). The primary purpose of this youth services model is to reengage students who have five or more unexcused absences and are falling into a pattern of low attendance that may have negative long term consequences for their academic careers. The goal of this middle school youth engagement model is to provide students and schools with access to additional resources that will positively impact student attitudes towards school and the school environment.

## **II. SHOW UP, STAND OUT (SUSO) GRANT PROGRAM**

### **Vision**

The District of Columbia values the highest quality education for all students attending the District of Columbia Public Schools. *Show Up, Stand Out* strives to ensure that all students in the District of Columbia will have the opportunity to access services and programs that are designed to enhance the student's learning experience and engage the student more holistically in the educational environment.

### **Program Objective**

The program objective is to reduce unexcused absences by mitigating barriers to school attendance of children and their families with five or more unexcused absences prior to escalation to Child and Family Services Agency (CFSA) and court referral. Community-based organizations are partnered with school to provide wraparound services that assist children and their families in addressing the practical, behavioral, financial, and health challenges that prevent them from attending school.

### **Goals**

The goals of *Show Up, Stand Out* are to:

- A. Create a culture of educational attainment and youth engagement in the District of Columbia Public Schools so as to prevent unexcused absences and promote regular attendance;
- B. Respond efficiently, and in a student-centered, research-informed manner to students who have been identified by their schools as having more than five unexcused absences;
- C. Evaluate the efforts of the community-based service providers and youth service providers in accessing the students identified as truant;
- D. Facilitate an electronic database for information-sharing and evaluation purposes between the community-based service providers and the youth service providers; and
- E. Make policy recommendations to the Mayor and the District of Columbia Council regarding policies and legislation aimed at preventing future truancy.

*Purpose: Middle School Model*

Justice Grants Administration seeks Youth Service Provider (YSP) applicants who have a proven understanding of, and experience addressing, key contributing factors to truancy in middle school, and can demonstrate effective programming within the provided framework. At the middle school level, the initiative is designed to reduce absenteeism by fostering student achievement. Upon reaching five unexcused absences, a student is referred by the school to its partnered CBO that will work closely with the school's Student Support Team (SST) to identify barriers to attendance. A CBO Youth Coordinator (YC) will connect with the youth and facilitate engagement in one of the various school-based club activities. The YC is essential in holding students accountable and in serving as the liaison between the school and the YSP. Each middle school student will have access to a CBO Family Support Worker (FSW) that may conduct home visits for more in-depth assessment of familial needs. Ongoing communication between the YC, FSW, YSP and the SST ensure that the student's needs are being properly addressed. Each applicant should have capacity to collect data, serve multiple schools, and build strong relationships with the CBO Youth Coordinator and the school.

Figure 2a. Middle School Youth Engagement Process Map (See next page)





## Show Up, Stand Out Middle School Process Map (SY14-15)

### Implementation

#### •School Responsibilities

- Provide Community Based Organization (CBO) with student roster information including full name, date of birth, parent/guardian, phone number, address, grade, class schedule, and homeroom teacher.
- Identify two point persons (one main, one alternate) for maintaining the referral protocol.
- Provide CBO with a mailbox in main office to ease referral pickup.

#### •CBO Responsibilities

- Establish relationship with schools, community, and point of contact.
- Develop schedule outlining when the CBO should pick up referral packets\*, reach teachers and school administrators, and perform any school-based activities. Referral packets are provided to CBOs within 48 hours of student reaching 5 unexcused absences.
- Establish presence in school prior to intervention through posters, brochures and overall increased visibility in school activities.
- Introduce Youth Service Provider (YSP) to school environment

#### •YSP Responsibilities

- Establish relationship with school and CBO
- Develop schedule outlining when the YSP will conduct activities at school

#### •Joint Responsibilities

- Develop a weekly schedule to include: date/time CBO will be present at school, CBO role/duties, attendance meetings; coordinate CBO referral mailbox
- Develop schedule for YSP activities
- Collaborate with other service providers in order to share information and avoid duplication of services.
- Coordinate Back to School launch event(s) introducing programming.

### Student reaches 5 Unexcused absences

#### •School Responsibilities

- If a student reaches **5 unexcused absences, within 48 hours** school provides CBO with student referral packet which includes: 5 day unexcused absence letter, full name, date of birth, dates of unexcused absences, parent and guardian, school, class schedule, phone number and address triggering CBO intervention. CBO will pick up referrals daily.

#### •CBO Responsibilities

- Within 48 hours of referral** from school, CBO must have attempted to engage youth into program activities and will continue to attempt to engage for 14 days.
- CBO will have at least one face to face contact with parent of engaged youth within 30 days of date of referral.

### Continual Procedures

#### •School Responsibilities

- Provide updates to CBO about ongoing truancy once students have been assigned to the program.

#### •CBO Responsibilities

- CBO is present at school during program days 2-3 times a week in order to facilitate relationship building with the students.

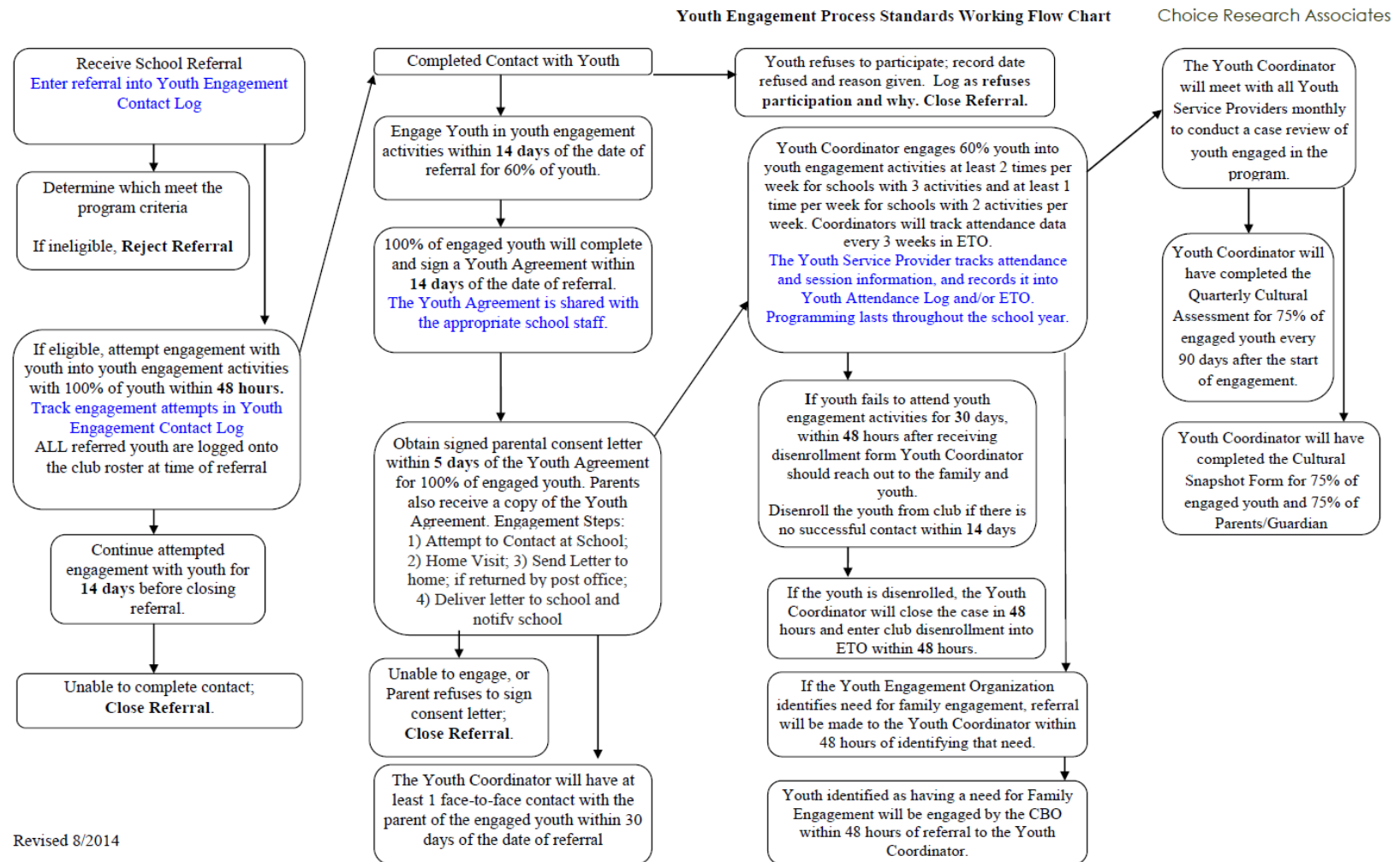
#### •YSP Responsibilities

- Conduct youth programs at least 2 times per week.
- Engage students in program to promote good attendance.
- Notify CBO of students who fail to attend club for 30 days within 48 hours of last missed session.
- Refer students to family engagement services when necessary.

#### •Joint Responsibilities

- Report student and family updates and intervention progress, including attendance updates at weekly Student Support Team (SST) attendance meetings for STARS reporting and CBO tracking.**
- Coordinate Parent Nights at least once a quarter to inform parents of programming.
- \*Referral packet includes:** 5-day unexcused absences letter, full name, date of birth, dates of unexcused absences, parent and guardian, school, class schedule, phone number and address triggering CBO intervention. CBO will pick up referrals daily.

Figure 2b. Middle School Youth Engagement Work Flow



**Award Limits**

Award amounts are dependent upon the quality of proposals and program design for school year FY 15-16. Successful applicants will include evidence-based program designs that effectively address truancy for 15-30 targeted youth per club session.

**Eligibility Requirements**

Only qualified non-governmental organizations registered in the District are eligible and are invited to submit applications specific to the allowable funding described in this RFA.

**Program Considerations**

Priority consideration will be given to proposals with program components that include:

1. Youth Engagement Clubs
2. Data collection (Using Efforts to Outcome –ETO)
3. Skill-streaming/Positive Socialization

Acceptable strategies aimed at addressing truancy problems shall incorporate best practices based on research and proven concepts, and address risk and protective factors among students and their families. Applicants may propose structured activities to engage children and their families in interventions associated with their individual issues and life skills problems. Applicants must be able to demonstrate experience with implementing strategies in partnership with public schools and CBOs. Successful grantees shall have the capacity to serve a minimum of 15 students per program session for the period of a full school-year to intervene with factors contributing to poor school attendance.

**Required Collaboration**

- ☐ Letter agreements with partnering CBOs must be in place within thirty days of the assignment of schools to the YSP that identify the roles and responsibilities of both parties, the commitment period, point of contact for each partner, and need of the assigned schools. Letter agreement must demonstrate a seamless referral process for targeted students. A copy of

the letter agreement must be provided to JGA.

### **Literature Search**

Applicants should clearly identify how evidence-based practices or proven concepts are incorporated in the program design to ensure success. All program elements should be supported by research.

JGA will give priority consideration to proposals that use evidence-based practices to respond:

- to factors contributing to truancy at an early age (elementary school) specific to the community/neighborhood (risk & protective factors);
- to factors contributing to truancy at an adolescent age (middle school) specific to the community/neighborhood (risk & protective factors);
- with strategies that promote social, emotional and behavioral well-being of targeted children and their families engaged in the grant program;
- with creative opportunities to engage families in identifying barriers and providing sufficient resources; and
- to continuous program improvement through ongoing evaluation and assessments.

Below are some resources to build your application: Choice Research Associates literature Reviews can be found on Zoomgrants™.

Crime Solutions [www.CrimeSolutions.Gov](http://www.CrimeSolutions.Gov)

OJJDP's Model Programs Guide <http://www.ojjdp.gov/mpg/>

Blueprints for Health Youth Development <http://www.blueprintsprograms.com/>

SAMHSA's national Registry of Evidence-based Programs and Practices  
<http://www.nrepp.samhsa.gov/>

Better Schools for All Students: DCPS' Consolidation and Reorganization Plan  
<http://dcps.dc.gov/DCPS/Files/downloads/COMMUNITY/CR/Consolidation%20Plan.pdf>

Supporting Your Students at Home  
<http://dc.gov/DCPS/Parents+and+Community/Supporting+Your+Student>

Parent and Student Guide to Attendance

<http://dc.gov/DCPS/Files/downloads/In-the-Classroom/Parent%20and%20Student%20Guide.pdf>

The Importance of Regular Attendance

<http://dc.gov/DCPS/Learn+About+Schools/Prepare+to+Enroll/Importance+of+Regular+Attendance/The+Importance+of+Regular+Attendance>

Measuring Success: A Guide to Becoming an Evidence-Based Practice

<http://www.vera.org/pubs/measuring-success-guide-becoming-an-evidence-based-practice>

Truancy Reduction: Keeping Students in School

<http://www.ojjdp.gov/publications/PubAbstract.asp?pubi=6162>

Crossover Youth: Practice Model

<http://cjjr.georgetown.edu/pdfs/cypm/cypm.pdf>

### **Required Performance Measures**

For this project to be successfully evaluated, all parties must be engaged in the process and commit to carrying out the evaluation plan as agreed. Each applicant must agree to enter all data into the SUSO Efforts to Outcomes™ (ETO) Enterprise system in accordance with the data collection standards as specified by JGA. It may also be necessary for grantees to collect additional data to meet the requirements of this project.

Common data elements will be required from all grantees, and must be provided through the ETO system. ETO is used to collect data at the participant level to tie staff service efforts to participant outcomes. This provides applicants with the tools to measure the progression of a participant or family over time, and assess the impact of each program overall. The customized ETO Dashboard allows applicants to quickly and easily compare the efforts expended for a given participant, family, or program with the outcomes achieved. The ETO Dashboard and other reporting features allow for quality assurance and real-time data informed adjustments to service delivery to maximize impact and increase the likelihood of success for program participants. The JGA will provide training and technical assistance to applicants. In addition, data must be provided at the individual or participant level in order to assess whether or not the program is meeting process standards and implementing the program as intended.

Currently, the ETO system captures the following types of information for each program participant:

- Program Attendance
- Session topic, if applicable
- Date student referred to CBO for family engagement
- Date discharged from program
- Reason for discharge

### **Program and Data Collection Standards for Youth Service Providers**

1. 100% of youth enrolled into a club will be logged into ETO by the CBO Youth Coordinator and on to the club roster within **24** hours of engagement into the club.
2. For each meeting/activity that the youth attends, the Youth Service Provider is responsible for entering the attendance and session information into ETO within **24** hours for 100% of youth attending their club.
3. For 100% of engaged youth who fail to attend the club for **15** days, the Youth Service Provider will provide the CBO Youth Coordinator with a disenrollment form within 48 hours of the last missed session.
4. If the Youth Service Provider identifies a need for the Family Engagement model, a referral will be made to the CBO Youth Coordinator within **48** hours of identifying that need. Youth who are referred for family engagement from the youth coordinator for services may have more than 5 to 9 absences and remain eligible for family engagement services, provided CFSA is not yet working with the youth.

### **Target Population – Middle School Only**

*Preliminary list of Education Campuses, and Middle Schools Partners\* are available at [ShowupStandout.org](http://ShowupStandout.org) and [jga.dc.gov](http://jga.dc.gov). Schools are subject to change based on end of year results.*

- ☐ Applicants must provide programming to reduce truancy of middle school students with five or more unexcused absences that attend DC Public Schools or Public Charter Schools located in Wards One, Two, Four Five, Six, Seven and/or Eight. Intervention is targeted to avoid student/family referral to the Child and Family Services Agency (CFSA) or Court Social Services Division (CSSD).

- Applicants must be familiar with absence and truancy protocols as defined by Office of the State Superintendent of Education (OSSE) and the Attendance Accountability Amendment Act (AAA Act) of 2013.
- Applicants must demonstrate how funding will be used to establish and maintain a youth engagement approach, with teams assigned to the initiative that can start the truancy response at the school in conjunction with the school attendance designee and CBO Youth Coordinator.
- Applicant must demonstrate capacity to provide two to four program sessions on a weekly basis in a minimum of five schools. Program sessions should have capacity for a minimum of 15 students who have been identified by the school as having attendance issues.
- Applicants must demonstrate how funding will be used to improve and/or expand existing services in partnership with local school administrators and Student Support Teams (SST). Targeted students should include students who have experienced high rates of truancy during SY 2014 - 2015 or SY 2015 - 2016.

*Other Requirements*

- Applicants must collaborate with partner CBOs and JGA in a process evaluation and agree to submit attendance data on a regular basis into the JGA funded Efforts-to-Outcomes (ETO) performance database. Technical assistance will be provided.
- Applicants must deliver programming under the Show Up, Stand Out brand.
- Applicants must participate in JGA sponsored technical assistance, where required.
- All direct youth service providers must obtain DCPS and charter school clearance prior to commencing the project.
- Applicants must have the capacity to sustain programs with 10% administrative funds from JGA.

### **III. PROPOSAL INSTRUCTIONS**

#### **Description of Proposal Sections**

Applicants are required to follow the format in Zoomgrants™. Any missing items or deviations will render the application ineligible. To access RFA 2016-04 and Zoomgrants™, click on <http://jga.dc.gov/service/opportunities-grant-funding> . The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their proposed projects. It is important that proposals reflect continuity among the program design and that the budget demonstrates the level of effort required for the proposed activities.

#### **Applicant Profile/Summary**

All applicants must include all information requested in the Applicant Profile. The title of project should be Show Up, Stand Out Youth Service Provider . Certified assurances must be signed by the authorized official who is a person who has legal authority to sign on behalf of the applicant. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the applicant profile.

#### **Project Abstract**

A project abstract must be included as the first page of the project narrative. It must not exceed 250 words and should briefly describe the following: the project's purpose; the population and projected students served; list of targeted schools, summary of activities that will be implemented to achieve the project's goals and objectives; and description of how progress towards these goals will be measured.

#### **Project Narrative**

The project narrative must provide a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project.

The narrative must contain the following elements:

- A description of the specific proposed activities required by the RFA and how these activities will meet the needs of the targeted population.
- Project/program model and approach, and how this approach is supported by empirical research/best practices; **provide in detail how the evidence-based practice will be used**



**in your programming.**

- A clear explanation describing how the proposed activities will facilitate the identified outputs/outcomes. If a Logic Model is used, all charts should be included with the Project Workplan that does not count toward the page total. Please use the template provided in this RFA.
- Student school to community-based organization (CBOS) referral process..

### **Performance Measures (Outputs/Outcomes)**

All applicants are required to submit performance measures in accordance with the information provided in this RFA and by JGA, as needed in the school year. Performance measures are values used to measure program outputs or outcomes. They represent the data/information that will be collected at the program level to measure the specific outputs and outcomes a program is designed to achieve. Outputs measure the products of a program's implementation or activities. These are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, and/or procedures created. Outcomes measure the benefits or changes for individuals, the criminal or juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes.

This section must describe the applicant's current capacity to collect, analyze, and report on data on the identified outputs and outcomes; the applicant's plan for collecting and reporting this data in ETO during the grant period; and how, if at all, the applicant will use JGA funds to improve this capacity. The list of outputs and outcomes must be included in the Project Workplan and **not** as part of this section.

### **Statement of Qualifications**

The applicant must demonstrate the qualifications, experience, expertise, and capacity of the applicant organization and associated staff to achieve the identified outcomes. Any supporting reports, outcome data, presentations, awards, certifications, resumes, and/or references should be included as attachments and do not count toward the page total. If applicable, this section should also speak to the applicants' past programmatic and administrative experience with JGA grants.

**Evaluation Plan**

Applicants must submit an evaluation plan that describes how the applicant intends to keep records of services provided, how services are provided, the number of clients served, and how the desired or intended changes and effects will be measured. The plan for addressing both short-term and long-term goals must be included in the application. The evaluation plan must also indicate how it relates to the output and outcomes. If the applicant is continuing a current project, the application must provide an explanation of the effectiveness and impact of the project to date and whether modifications have been made to the current outputs and outcomes and evaluation plan. All data fields are required to be reported in ETO immediately.

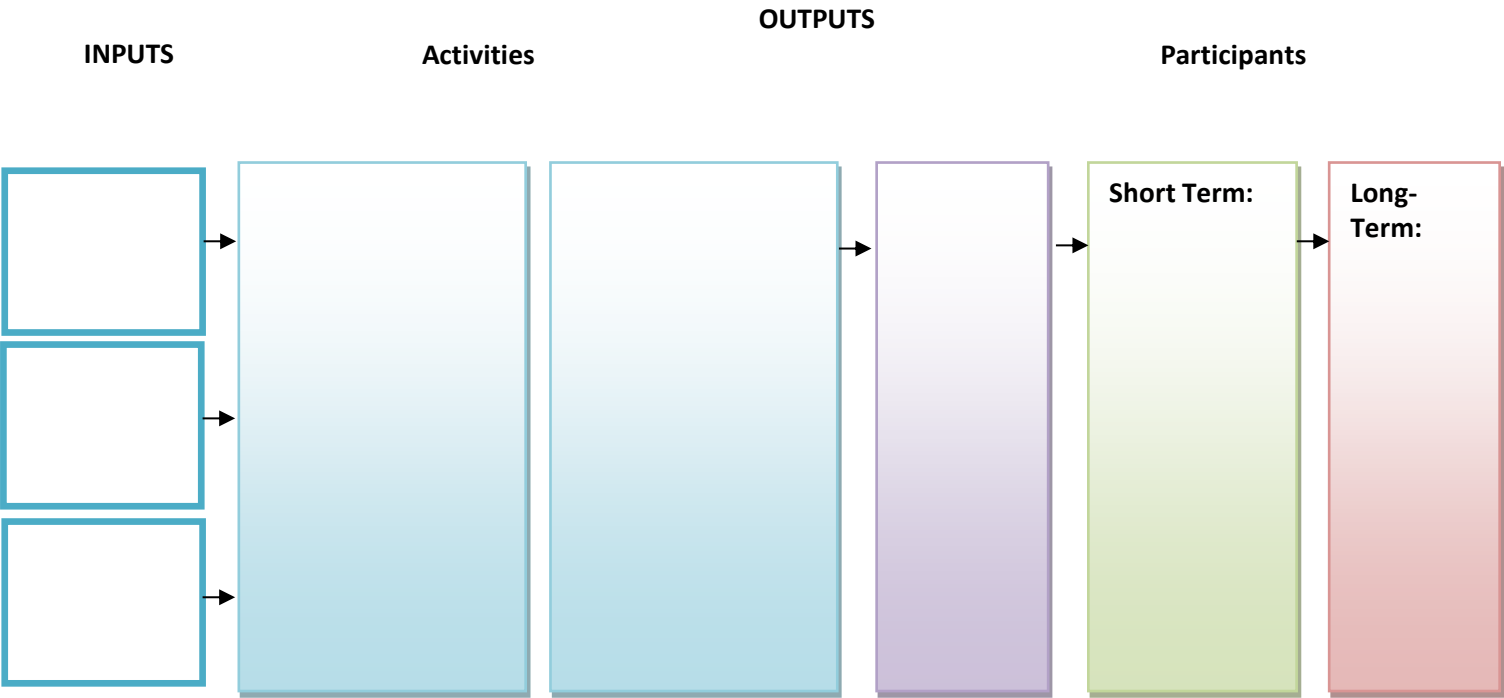
**Sustainability Plan**

Applicants must submit a sustainability plan that discusses the prospects for continued funding for the project if grant funds are terminated and explain the efforts that have been made to ~~continue~~ the ideas, methods, techniques and operational aspects of the project when the grant funds are concluded. This section of the application should indicate planned future sources of funding or proposed strategic planning efforts. If the applicant is requesting partial funding under this RFA to support an existing project, the applicant must state, with specificity, the amount of funding that will be used from other sources, and must identify those sources.

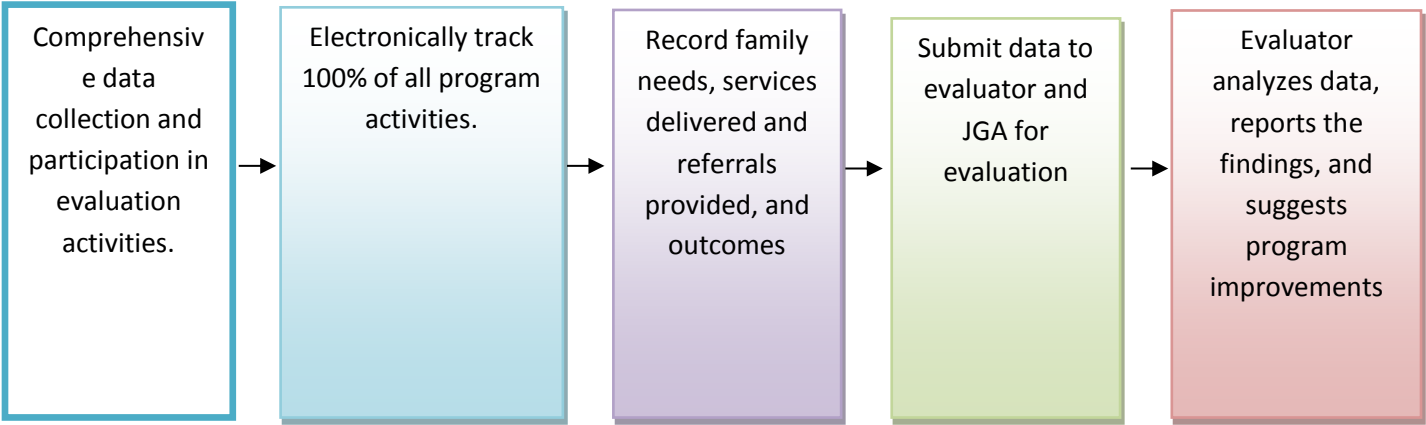
**Project Workplan**

This section should list the required outputs and outcome measures as well as any additional outputs and outcomes to be included as part of the project. Please include logic model explaining the logical relationships between the problem to be addressed, program activities, outputs, and outcomes, the associated charts should also be included in this section. Process and program standards were developed to maintain uniformity, please consider all standards prior to developing you program and logic model.

**LOGIC MODEL: Show Up Stand Out Template**



**Show Up Stand Out EVALUATION**



## **Application Checklist**

The following information constitutes a complete response to this RFA and must be submitted before the deadline:

### **General Requirements:**

- ☐ 1 original submitted in Zoomgrants™ signed by the Authorized Official
- ☐ Signed Applicant Profile
- ☐ Project Description:
  - Abstract
  - Narrative
  - Performance Measures
  - Statement of Qualifications
- ☐ Project Budget
- ☐ Project Workplan
  - Logic Model
- ☐ Letters of Commitment with CBO

### **Administrative Requirements:**

- ☐ Audited Financial Statement with Management Letter
- ☐ IRS 501 (c)(3) Determination Letter and/or Business License
  - \*DUNS, SAM, EIN #
  - DC Clean Hands Certification
- ☐ Disclosure of Legal Proceedings
- ☐ Statement of Certification
- ☐ Certification Regarding Lobbying, Debarment, Suspension and Drug-Free Workplace
- ☐ Standard Assurances\*\*
- ☐ Roster of Board of Directors (if applicable)
- ☐ Key Resumes and Job Descriptions

\*All applicants must provide proof that the organization has a valid federal DUNS number and be currently registered with [www.sam.gov](http://www.sam.gov). A screen shot from [www.dnb.com](http://www.dnb.com) (Dun & Bradstreet) and [www.sam.gov](http://www.sam.gov) (System for Award Management) is sufficient.

Successful applicants must be registered to conduct business in DC and validated in Ariba <https://service.ariba.com/Supplier.aw>

**\*\* See changes in OMB's new Uniform Guidance provided under "Restrictions on the Use of Funds" section (III. Administrative Requirements )**

### Applicant Profile

<b>ORGANIZATION:</b>			
<b>ADDRESS:</b>			
<b>PROJECT TITLE:</b> Show Up, Stand Out – Youth Service Provider			
<b>DURATION:</b> 10/1/15-9/30/16		<b>RFA #:</b> 2016-04	
<b>Funding Source:</b> Local Funding			
<b>DUNS #:</b>		<b>SAM:</b>	
		<b>EIN#:</b>	
<b>APPLICANT BUDGET</b>		<b>APPLICANT MATCH BUDGET</b>	
<b>PERSONNEL</b>		<b>PERSONNEL</b>	NA
<b>FRINGE BENEFITS</b>		<b>FRINGE BENEFITS</b>	NA
<b>TRAVEL</b>		<b>TRAVEL</b>	NA
<b>CONTRACTS/CONSULTANTS</b>		<b>CONTRACTS/CONSULTANTS</b>	NA
<b>SUPPLIES</b>		<b>SUPPLIES</b>	NA
<b>EQUIPMENT</b>		<b>EQUIPMENT</b>	NA
<b>FLEX FUNDS</b>		<b>OTHER</b>	NA
<b>OPERATING COSTS</b>			
<b>LOCAL AMOUNT:</b>		<b>TOTAL MATCH AMOUNT:</b>	NA
<b>PROGRAMMATIC CONTACT</b>		<b>FINANCIAL CONTACT</b>	
NAME		NAME:	
TITLE:		TITLE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	
<b>APPLICANT AUTHORIZED OFFICIAL CONTACT</b>			
NAME:		PHONE:	
TITLE:		EMAIL:	
<b>APPLICANT</b>			
<p>Application is made for a sub grant under the above mentioned grant program to the District of Columbia in the amount of and for the purpose stated herein. Funds awarded pursuant to this application will not be used to supplant or replace funds or other resources that would otherwise have been made available for criminal justice purposes.</p> <p>I certify that this application, if awarded, will conform to the conditions set forth by the Justice Grants Administration.</p>			
<b>AUTHORIZED OFFICIAL FROM GRANTEE ORGANIZATION SIGNATURE</b>			<b>DATE</b>
<b>PRESIDENT OF BOARD OF DIRECTORS FROM GRANTEE ORGANIZATION SIGNATURE</b>			
<b>JGA use only: Date Received</b>			

**JGA SHOW UP STAND OUT YOUTH SERVICE PROVIDER  
BUDGET AND NARRATIVE WORKSHEET**

<b>BUDGET</b>	<b>JGA GRANT FUNDS</b>	<b>Other Funding Sources</b>
<b>A. Personnel</b>		
<b>B. Fringe Benefits</b>		
<b>C. Travel</b>		
<b>D. Contracts/ Consultants</b>		
<b>E. Supplies</b>		
<b>F. Equipment</b>		
<b>G. Flex Funds</b>		
<b>H. Operating Costs</b>		
<b>Totals</b>		

## BUDGET COMPUTATION and NARRATIVE

**INSTRUCTIONS:** *For each category of expenditures, please provide the computation for arriving at these expenditures as well as a brief narrative explaining how these expenditures relate to the project/program outputs and outcomes. Any category of expense not applicable to your budget may be deleted. The budget narrative should itemize all costs and provide a detailed narrative explaining and justifying each budget item. All funds listed in the budget will be subject to an audit, including match expenses.*

*Project allocations are required for both JGA funding and other funding sources. Applicants must provide the percentage or number of hours proposed to fulfill the applicant's proposed goals and objectives.*

*At the end of the document or as a separate attachment, please provide a brief outline of your administrative and fiscal oversight plan to ensure that the program/project remains on track and funds are requested and expended in a timely and appropriate fashion.*

**A. PERSONNEL:** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. These costs are for salaries of staff positions that are essential to the success of the project and that have actual devoted time on the project. Personnel listed here should be salaried/hourly employees of the organizations. Contractors/consultants should be listed in the Consultants/Contracts category.

Name/Position	Salary/Hour rate	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other funding sources)
Total					

### A. PERSONNEL:

#### Budget Narrative

*Provide detailed description of all costs, explaining and justifying each budget item.*

**B. FRINGE BENEFITS:** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. Fringe benefits should be broken by employee and benefit (i.e. healthcare, taxes). These costs include fringe benefits, which must be represented separately from the cost of salaries. Fringe benefits must be consistent with the overall fringe rate for applicants' organization. Breakdown of all fringe benefits needed and the percentage/costs must be provided for each employee stated in the Personnel category. Fringe benefits include, but are not limited to, healthcare, taxes, paid time off, insurance, retirement plans, and other fringe benefits.

Name/Position	Fringe Benefits	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other funding sources)
Total					

**B. FRINGE BENEFITS:**

Budget Narrative

*Provide detailed description of all costs, explaining and justifying each budget item.*



**C. TRAVEL:**

These costs are for travel that are directly related to the project activities and the staff that are funded within the project. Travel costs are only for travel 50 miles outside of the Washington, DC area. Costs must follow GSA rates ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) for appropriate per diem rates. Please provide the purpose of the travel, destination and cost for each trip planned under the grant. Describe in the budget narrative how the planned travel meets the goals and objectives provided in the applicant's statement of work.

Purpose of Travel	Location	Item	Computation	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other funding sources)
Total							

**C. TRAVEL:**Budget Narrative

*Provide detailed description of all costs, explaining and justifying each budget item.*

**D. CONSULTANTS/CONTRACTS:**

Contract and consulting services, including contracts such as rent, IT contracts, technical assistance, training, outsourcing of program services, maintenance/service agreements, accounting, etc. that can be directly attributed to grant-funded activities. Provide a description of the project or services to be procured by consultant/contractor and an estimate of the costs. Applicants must specify the competitive bidding process in their proposals, whether it was a formal, written Procurement Policy or the Federal Acquisition Regulations. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.00. A copy of executed contract/written agreement between the sub-grantee and service provider prior to any reimbursement payment.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day will require additional justification and prior approval from JGA.

Name of Consultant	Service Provided	Computation	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other Funding Sources)
Total						

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.).

Name of Consultant	Location	Computation	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other Funding Sources)
Total						

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Rent expenses should be based on project allocation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Service Provider/Vendor	Computation	Project Allocation (JGA)	Cost (JGA)	Project Allocation (Other Funding Sources)	Cost (Other Funding Sources)
Total					

#### **D. CONSULTANTS/CONTRACTS:**

**Contracts:** Budget Narrative

*Provide detailed description of all costs, explaining and justifying each budget item.*

**E. SUPPLIES:**

These costs cover such items as office supplies, paper, toner, and other items that must be used directly for project activities; all proposed costs must be based on project allocation. List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders, but not to include movable equipment – see the Equipment category) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project. Food is limited to meetings, events, or programs hosted by the applicant organization. Activities must be clearly outlined in the applicant budget. The proposed activity must have an agenda with an attendee listing and this information will be requested with any reimbursement payment.

Please list all supplies that will be purchase under the grant and provide a brief description in the budget narrative whether any specialty supplies (other than general office supplies) will be purchased to fulfill the applicants proposed goals and objectives.

Item	Computation	Project Allocation (JGA)	Cost (JGA)	Computation (Other Funding Sources)	Cost (Other funding sources)
Total					

**E. SUPPLIES:**Budget Narrative

*Provide detailed description of all costs, explaining and justifying each budget item.*

## F. EQUIPMENT:

These funds are to be used for the purchase of equipment that is essential and used directly by the project. List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit OR movable equipment, which can be laptops, computers or other similar items under the \$5,000 threshold. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000; if the item cost is above \$5,000, then the organization must seek no less than three price bids and award based off the best price. Documentation must be maintained per the record retention policy.). Expendable items should be included either in the "supplies" category or in the "Operating Costs" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used. Prior to the purchase of any equipment, required letters of certification must be filed with JGA.

**Please list the equipment that will be purchased under the grant and provide a description in the budget narrative whether the proposed equipment augments current equipment used by the applicant.**

Item	Computation	Project Allocation (JGA)	Cost (JGA)	Computation (Other Funding Sources)	Cost (Other funding sources)
Total					

## F. EQUIPMENT:

### Budget Narrative

*Provide detailed description of all costs, explaining and justifying each budget item*

## G. FLEX FUNDS

These costs are to be used for family support services

Item	Computation	Project Allocation (JGA)	Cost (JGA)	Computation (Other Funding Sources)	Cost (Other funding sources)
Total					

## G. FLEX FUNDS

### Budget Narrative

*Provide detailed description of all costs, explaining and justifying each budget item*

## H. OPERATING COSTS

These funds are to be used for the purchase of items that are essential and used directly by the project.

Item	Computation	Project Allocation (JGA)	Cost (JGA)	Computation (Other Funding Sources)	Cost (Other funding sources)
Total					

## H. OPERATING COSTS:

### Budget Narrative

*Provide detailed description of all costs, explaining and justifying each budget item.*

## PROJECT WORKPLAN

<b>Organization:</b>				
<b>Project Director:</b>				
<b>Project Title:</b>				
<b>Project Output(s)</b>				
<b>Objective:</b>	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<b>Project Outcomes:</b>				
<b>Project Output(s)</b>				
<b>Objective:</b>	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<b>Project Outcomes:</b>				

*Please use additional pages as necessary*



## **IV. ADMINISTRATIVE REQUIREMENTS AND NOTIFICATIONS**

### **Submission Requirement**

Each applicant may only submit one proposal in response to this RFA 2016-04. Proposals must justify services provided to the identified low-performing DC Public Schools in Ward One, Two, Four, Five, Six, Seven and Eight. The primary school location of the child is the basis for services provided to families; however case management practices may occur anywhere in the District. Applicants must establish partnerships with local schools or CBOs prior to submission with documented letters of commitment. JGA will not accept more than one proposal per applicant. All applicants are required to submit the application online to **JGA's electronic grants management system (eGMS), Zoomgrants<sup>TM</sup>, found on <http://jga.dc.gov>** signed by the Authorized Official. If the applicant is a non-profit organization, the President of the Board of Directors must also sign the application. Applications are due by **Friday, April 17, 2015 at 3:00pm.**

### **Availability of Funds**

The funding period is October 1, 2015 through September 30, 2016. All grant expenditures and project activities must occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable. Current grantees may reapply to JGA for subsequent years of funding with continued grant awards contingent upon grantee's demonstrated performance.

The Justice Grants Administration also reserves the right to, without prior notice, reduce or cancel one or more programs listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole. Funding levels in the respective program areas are contingent upon continued Federal or District funding, grantee performance, and/or reduction, elimination, or reallocation of federal funds by the US Congress and/or the US Department of Justice and in accordance with applicable sections within the grant award and/or agreement. JGA reserves the right to accept or deny any or all applications if JGA determines it is in the best interest to do so. Refer to JGA's Grants Policy Manual available on [jga.dc.gov](http://jga.dc.gov).

JGA will notify applicants by July 1, 2015 if the application is not selected for funding. JGA does not share peer review reports but denied applicants may request a summary explanation of non-award decisions in writing to:

Justice Grants Administration  
ATTN: Grant Application Selection Inquiry-Truancy YSP RFA 2016-04  
1350 Pennsylvania Ave. NW, Suite 407  
Washington, DC 20004  
Email: [Alexandra.Caceres@dc.gov](mailto:Alexandra.Caceres@dc.gov)  
Please include the application title on all correspondence.

**Application Deadline**

All required sections of the funding application must be received by **April 17, 2015 at 3:00pm through JGA's electronic grants management system (eGMS), Zoomgrants, found on <http://jga.dc.gov>**. Hard copies will not be accepted.

**Inquiries**

All inquiries to this RFA should be submitted by March 30, 2015 via email to [Alexandra.Caceres@dc.gov](mailto:Alexandra.Caceres@dc.gov) with "**Truancy YSP RFA 2016-04**" in the subject line.

**Financial Statements**

All applicants are required to submit a copy of the most recent and complete set of audited or unaudited financial statements available for the applicant organization. If audited financial statements have never been prepared due to the size or recent establishment of an organization, the applicant must provide, at a minimum, an organizational budget, an income statement (profit and loss statement), and a balance sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within three years before the date of the grant application.

**Business License/Pre-qualification Criteria**

All applicants must submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and/or submit a current license to conduct business within the District of Columbia, if relevant for the applicant's business status, and any correspondence or other communication received from the IRS within three years before submission of the grant application that relates to the applicant's tax status. Applicants must have valid Employment Identification Number (EIN), DUNS number, and SAM registration .

**Disclosure of Legal Proceedings**

All applicants are required to disclose in a signed written statement provided on organizational letterhead, the truth of which is sworn or attested to by the applicants' authorized official, whether the applicant, or where applicable, that its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has not:

- 1) been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- 2) been the subject of legal proceedings arising directly from the provision of services by the organization.

If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

### **Award Decisions and Notification**

JGA follows the competitive bid process for all grant funds in accordance with District and federal competitive regulations.

JGA will notify all applicants of the final award decision no later than July 1, 2015. For those applicants receiving funding, written notice will include the exact grant award amount; award agreement with all award terms and conditions; and any supplemental information required.

### **Payments Provisions**

The Government of the District of Columbia shall make payments on invoiced amounts in accordance with the terms of a grant agreement, which results from this RFA. Grant funds will be awarded on a cost- reimbursement basis only. At any time or times before final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the grantee's expenditure statements.

### **Restrictions on the Use of Funds**

**NOTE:** The Office of Justice Programs Financial Guide serves as a reference manual for all JGA sub-grantees. Effective FY 16, JGA will provide technical assistance on new financial control and policy guidance administered by The Office of Management and Budget(OMB). OMB's NEW Uniform Guidance on Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) became effective December 26, 2013, and is to be implemented by federal agencies one year after its effective date, December 26,2014. This new guidance , 2 CFR part 200, can be found on the Electronic Code of Federal Regulations website ([www.ecfr.gov](http://www.ecfr.gov)). The guidance provides a streamlined government-wide framework for grants administration and management that supersedes requirements from eight existing grants-related OMB Circulars, as well as U.S. Department of Justice (DOJ) regulations.

In addition to any specific funding restrictions described in this RFA, all grantees must expend grant funds in accordance with the new cost principles and Uniform Guidance delineated in the Office of Management and Budget referred as 2 CFR, Part 215,220,225,230 and U.S. Department of Justice, Office of Justice Programs, Financial Guide (<http://www.ojp.usdoj.gov/financialguide/>) and the District of Columbia *City-Wide Grants Manual and Sourcebook*. **This section applies to cost principles referred to as OMB A-110, A-21,A-87, A-122 and A-133 in previous JGA RFAs. Revised certified assurances will be provided by JGA as they become available prior to SUSO YSP project start date 10/1/15.**

### **Funding to Faith-based Organizations**

Applicants from faith-based organizations (FBO's) are invited and encouraged to apply for eligible grant activities described in this RFA. Faith-based organizations will be considered for awards on the same basis as other eligible applicants and will be treated on an equal basis with other grantees should they receive an award. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. However, grant funds may not be used to engage in inherently religious activities, such as proselytizing, scripture study, or worship. Funded FBOs may, of course, engage in religious

activities; however, these activities must be separate in time or location from the JGA funded program. Moreover, funded FBOs must not compel program beneficiaries to participate in inherently religious activities. Funded faith-based organizations must also not discriminate on the basis of religion in the delivery of services or benefits.

### **Civil Rights Requirements**

Successful applicants must be able to demonstrate compliance with federal and District Civil Rights requirements. If applicant is selected for a grant award, sub-grantees will be required to post and display the District of Columbia Equal Employment Opportunity poster in a conspicuous area accessible to employees; and appoint an Equal Opportunity (EO) Coordinator within the organization who will provide support and oversight to staff and service beneficiaries.

Applicants must agree to comply with the District of Columbia Language Access Act. The District's Language Access Program exists to ensure District residents who are limited or non-English proficient are afforded equal access to information and services provided by the District. Residents or visitors who speak little or no English must be offered interpretation services and/or translated documents when obtaining government services, as required by the Language Access Act of 2004. All applicants to this RFA must agree to provide language access for residents who speak Amharic, Chinese, French, Korean, Spanish, and Vietnamese. Language access includes access to certified interpreters and translated materials. All applications should demonstrate a plan to ensure compliance with the District's Language Access Program.

Applicants must agree to comply with all applicable federal civil rights laws; make every effort to provide accessible programming to individuals with Limited English Proficiency; and comply with federal regulation 28 C.F.R. Part 38, governing "Equal Treatment for Faith based Organizations" (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. Notwithstanding any other special condition of this award, faith based organizations may in some circumstances consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm)

### **Non-discrimination in hiring and/or delivery of services and discrimination reporting**

In accordance with the below listed applicable federal statutes as well as District non-discrimination requirements, grantees agree to not discriminate in their hiring practices and/or provision of services against any and all protected populations. In addition, grantees agree to notify OVS within 48 hours of any and all employee or beneficiary formal complaints of discrimination against their organization, and to more generally comply with all civil rights hiring and beneficiary service policies and procedures as identified in the below listed applicable statutes. Applicable statutes may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604(e)) ; the Juvenile Justice

and Delinquency Prevention Act of 2002 (42 U.S.C. 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. 2000d); the Rehabilitation Act of 1973 (29 U.S.C. 794); the Americans with Disabilities Act of 1990 (42 U.S.C. 12131-34); the Education Amendments of 1972 (20 U.S.C. 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. 6101-07); and the Department of Justice's regulations implementing these civil rights statutes at 28 C.F.R. pt. 35, 42, and 54; and Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

### **Tax Requirement**

If applicant is selected for a grant award, grantee must obtain and submit current year filing certification from the District of Columbia Office of Tax and Revenue (OTR) that the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR. Grantees may be asked to submit an affidavit indicating that the applicant organization is current on all taxes, including Unemployment Insurance and Worker's Compensation premiums.

### **Insurance Requirement**

If applicant is selected for a grant award, grantee will be required to provide, in writing, the name of all insurance carriers and the type of insurance provided (e.g. its general liability insurance carrier, automobile insurance carrier, workers' compensation insurance carrier, fidelity bond holder). JGA will provide additional guidance on insurance documentation and requirements at the time of award.

### **Additional Requirements**

JGA reserves the right to require additional certifications and/or information in accordance with applicable Federal or District requirements including the *City-Wide Grants Manual and Sourcebook*. JGA will provide written notice of any additional requirements at the time of the award.

### **Contingency Clauses**

1. JGA reserves the right to make changes to this RFA, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for grantees is contingent on continued funding from the grantor.
2. This RFA does not commit JGA to award grants or sub grants. JGA reserves the right to accept or reject any or all applications. The agency will notify all applicants of the rejected proposals. JGA may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable Federal or District regulation or requirement.
3. JGA reserves the right to issue addenda and/or amendments subsequent to the RFA process or to rescind the RFA.
4. JGA shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants' sole responsibility.

5. JGA may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
6. JGA may require applicants to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
7. If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

## **Reporting**

### *Reimbursement Requests and Expenditure Reports*

If applicant is selected for a grant award, grantee will be required to submit electronic requests for reimbursement accompanied by scanned supporting financial documentation (i.e., financial bank statements, etc.) and signature pages to JGA via the established online financial reporting system.

### *Programmatic Reporting*

If applicant is selected for a grant award, grantee will be required to submit quarterly electronic programmatic reports to JGA. Grantees will be required to report on the performance measures (outputs/outcomes) through quarterly programmatic reports in Zoomgrants<sup>TM</sup> and ETO .

Often, JGA will require the grantee to submit other reports and materials during the term of the grant in the form and manner as prescribed by JGA. Grantees who do not comply with submission requirements will be denied requests for reimbursements for all grant awards received from JGA.

## **Monitoring**

If applicant is selected for a grant award, grantee will receive, at a minimum, an annual site visit from JGA staff to review their grant file, administrative procedures, and program operations. The Grant Program Manager will monitor program services and grant administration pursuant to the terms of the grant agreement and will make onsite visits to the grantee's service facilities. Monitoring efforts are designed to determine the grantee's level of compliance with Federal and/or District requirements and identify specifically whether the grantee's operational, financial and management systems and practices are adequate to account for program funds in accordance with Federal and/or District requirements. Failure to be in compliance with requirements may result in payment suspension, payment reduction, or termination of the grant.

## **Corrective Action and Termination of Funding**

In the event the programmatic, financial, or documentation conditions of the grant are not being met in a thorough and timely fashion progressive actions will be taken, at the discretion of the Justice Grants Administration, up to and including termination of funding. A project which is

prematurely terminated will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as a project which runs for the duration of the project period.

### **High Risk Designation**

Grantees will be designated “high risk” if JGA determines that the organization is otherwise responsible but:

- Has been designated “high risk” by another entity
- Has a history of unsatisfactory performance
- Is not financially stable
- Has a management system that does not meet the management standards set forth in this part; or
- Has not conformed to terms and conditions of a previous award

If JGA determines that an award will be made to a high-risk organization, then funding restrictions may be included. If JGA decides to impose any funding restrictions, then JGA will notify the organization in writing of the restriction, the reason(s), corrective actions, and process for requesting reconsideration.

### **Privacy/Confidentiality**

Except as otherwise provided by federal law, no recipient of JGA funds shall use or reveal any research or statistical information furnished under JGA by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with the JGA program funded. Such information, and any copy of such information shall be immune from legal process and shall not, with the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or judicial, legislative, or administrative proceeding.

Client records will be kept confidential and secure in accordance with the District and federal regulations. In accordance with standard practice, only aggregate data and/or individual data that are non-identifiable will be released.

### **Required Performance Measures (Outputs/Outcomes)**

All applicants are required to submit performance measures in accordance with the information provided in this RFA. Performance measures are values used to measure program outputs or outcomes. They represent the data/information that will be collected at the program level to measure the specific outputs and outcomes a program is designed to achieve. Outputs measure the products of a program's implementation or activities. These are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, and/or procedures created. Outcomes measure the benefits or changes for individuals, the criminal or juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes.

## **CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA JUSTICE GRANTS ADMINISTRATION**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Justice Grants Administration determines to sub award the covered transaction or grant.

#### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities (attached), in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, Contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

#### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. The applicant certifies that it and its principals:
  1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency; Excluded Parties List can be found at <http://epls.arnet.gov>.
  2. Have not within a three year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;



3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  4. Have not within a three year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **3. DRUG FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

- A. The applicant certifies that it will or will continue to provide a drug free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  2. Establishing an on-going drug free awareness program to inform employees about—
    - i. The dangers of drug abuse in the workplace;
    - ii. The grantee's policy of maintaining a drug-free workplace;
    - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
    - i. Abide by the terms of the statement; and
    - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  5. Notifying the agency, in writing, within 10 calendar days after receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Justice Grants Administration, 1350 Pennsylvania Avenue, N.W., Suite 407, Washington, DC. 20004. Notice shall include the identification number(s) of each affected grant;
  6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted –
    - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The grantee must insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

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Street address and zip code

Check \_\_\_\_ if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620:

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing within 10 calendar days of the conviction, to: Justice Grants Administration, 1350 Pennsylvania Avenue, N.W., Suite 407, Washington, DC 20004.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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Grantee Name

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Address

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Application Number and/or Project Name

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Grantee IRS/Vendor Number

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Typed Name and Title of Authorized Representative

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**Authorized Representative Signature**

**Date**

## STANDARD ASSURANCES

The applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-21, A-87, A-110, A-122, A-133; Executive Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for the grant and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
4. It will comply with all applicable federal civil rights laws ; and comply with federal regulation 28 C.F.R. pt. 38, governing "Equal Treatment for Faith-based Organizations" (the Equal Treatment Regulation). The Equal Treatment Regulation provides that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may in some circumstances consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm)
5. It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC §470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 USC §469a-1 et. seq.) and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321). By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Pt 800.8) by the activity, and notifying the federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the federal grantor agency to avoid or mitigate adverse effects upon such properties.
6. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. §794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations). It will provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP) pursuant to the DC Language Access Act of 2004, and Title VI of the Civil Rights Act of 1964.
7. If a governmental entity –
  - a. will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b. it will comply with requirements of 5 U.S.C. §§ 501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principle employment is in connection with an activity financed in whole or in part by federal assistance.

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Authorized Official

Date

## STATEMENT OF CERTIFICATION

The applicant specifically assures and certifies that the below is sworn or attested to by the applicant:

1. The individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization;
2. That the applicant is able to maintain adequate files and records and can and will meet all reporting requirements;
3. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
4. That the applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
5. That the applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
6. That, if required by the Justice Grants Administration, the applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
7. That the applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
8. That the applicant has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
9. That the applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
10. That the applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an applicant's performance to OPGS which shall collect such reports and make the same available on its intranet website.
11. That the applicant has a satisfactory record of integrity and business ethics;
12. That the applicant has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
13. That the applicant is in compliance with the applicable District licensing and tax laws and regulations;
14. That the applicant complies with provisions of the Drug-Free Workplace Act;
15. That the applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
16. That the applicant is current on all taxes, including Unemployment Insurance and Workers' Compensation premiums;
17. That the applicant organization has complied with the filing requirements of District of Columbia tax laws and that the entity has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; and
18. That the grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

As the duly authorized representative of the applicant organization, I hereby certify that the applicant will comply with the above certifications.

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Grantee Name

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Address

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Application Number and/or Project Name

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Typed Name and Title of Authorized Representative

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**Authorized Representative Signature**

**Date**